

10 APR 1961

MEMORANDUM FOR: [REDACTED]  
Executive Secretary  
Agency Retirement Board

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SUBJECT: 16 March Draft of Proposed Regulation on  
Retirement

1. I have the following suggestions for the improvement of the draft regulation.

- a. Change the heading of section 1. to "GENERAL."
- b. Omit the last sentence in 1.b.. This should be taken care of by [REDACTED]. If left in, I would change the wording to read "... such coverage is contained in ...."
- c. Introduce a new, major heading "POLICY" as section 2. Include under this heading the present paragraph 1.d.. Change the numbering for subsequent major sections.
- d. In paragraph 2, delete "The Board shall:" and the subsequent sub-statements. This portion of the paragraph is repetitious since the paragraph already says that the Board ensures uniform application of the policy and acts on appeals connected therewith. If the sub-statements are to stand, I suggest rewording in 2.a. as follows: "Monitor the application of the Agency's retirement policy ...." and in 2.b. as follows: "Render decisions in connection with appeals for exception to the Agency retirement policy in consideration of the employee's personal circumstances and the Agency's personnel requirements."
- e. In paragraph 3, delete "on a tentative basis." The meaning is unclear, and I feel the phrase is unnecessary.

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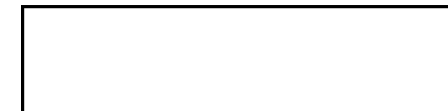
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f. With regard to paragraph 4.a., I would recommend rewording as follows: "Inform employees five years before their eligibility for retirement of the Agency's retirement policy and of the various benefits and services available to them; at the same time providing the names of these employees to the appropriate Deputy Directors."

g. With regard to paragraph 4.b.(1), change this statement to read: "Provide the opportunity for employees to obtain advice and counsel regarding personal problems, accrued benefits, privileges and obligations pertaining to retirement." I think that seeking counsel should be voluntary on the part of the employee and that such counsel should be provided at any time during the employee's service with the Agency.

h. With regard to 4.d., can we legally deny Agency personnel the right to contact the Civil Service Commission directly?

2. I hope that these suggestions will be of some use.



OTTO E. GUTHE  
Assistant Director  
Research and Reports

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